



## UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN), FMF  
UNIT 35801  
FPO AP 96602-5801

DivO 2280.2C

26 FEB 1969

### DIVISION ORDER 2280.2C

From: Commanding General  
To: Distribution List

Subj: EMERGENCY ACTION FOR DISPOSITION OF COMMUNICATIONS SECURITY  
(COMSEC) MATERIAL

Ref: (a) OPNAVINST 5510.1H  
(b) CMS 4L  
(c) CSP 1A

Encl: (1) Implementation Decision  
(2) Partial Destruction Priority List  
(3) Complete Destruction Priority List  
(4) Sample Notification Message  
(5) Emergency Destruction Drill/Review Record

1. Purpose. To promulgate instructions for the emergency disposal of Communications Security (COMSEC) material per the references.

2. Cancellation. DivO 2280.2B

3. Background. During periods of emergency, the possibility of unauthorized access to classified material increases, necessitating extraordinary protective measures/procedures. It is essential that these procedures be understood and readily available to guard personnel in order to effectively safeguard classified material, or, if necessary, to destroy the material. The importance of timely action cannot be overemphasized.

4. Summary of Revision. This revision is published due to age and reformat purposes only.

5. Information. In the event of an emergency, which is any unforeseen occurrence which results in a significantly increased danger to COMSEC material, emergency action procedures must be implemented. There are three types of emergencies: NATURAL EMERGENCY is a natural disaster or an act of God (e.g., fire, flood, typhoon, etc.), CASUALTY EMERGENCY results from a casualty to an operating unit (e.g., ship or vehicle collision, aircraft crashes, etc.), and OPERATIONAL EMERGENCY which results from an enemy action or hostile forces (e.g., enemy attack, expected capture by the enemy, mob or riot action, etc.). These instructions will be implemented on the COMSEC material in the Communications Security Material System (CMS) office and storage area located on Camp Courtney, in Building 4206, Room 106A.

6. Implementation. Authority to implement the plan will be as indicated in enclosure (1). An emergency recall of CMS personnel will be accomplished by utilizing the Emergency Notification Recall Roster

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posted on the Division CMS office door

a. In the event that an emergency occurs during normal working hours which would require immediate protection, removal, or destruction of CMS material, immediately notify one of the personnel listed on the Emergency Notification Recall Roster on the Division CMS office door.

b. Should an emergency situation arise after normal working hours, attempt to notify the personnel listed on the Emergency Notification Recall Roster posted on the Division CMS office door. If unable to contact any of those personnel, the Command Duty Officer will be contacted and will implement the plan by the order of command as listed on enclosure (1).

c. Contact the Division Communication Center (622-9511) to obtain personnel to aid in the destruction of COMSEC material. At least four Marines should be obtained that have top secret security clearances. These individuals will help the senior person present and implement the emergency course of action chosen. Only under the gravest of circumstances shall an individual not having the appropriate clearance be directed to conduct an emergency opening of CMS containers, since all material must then be considered compromised.

d. The Camp Officer of the Day (622-9608) should also be notified to provide any additional security measures that may be needed.

7. Procedures. Depending upon the degree of danger to classified material, and a sound "estimate of the situation", four courses of action may be taken. Step-by-step instructions are provided in the card packets located in the CMS office. Listed below are the four courses of action and an explanation of each one.

a. Emergency Protection Action. Emergency protection action consist of securing all COMSEC material in authorized safes or the CMS vault and augmented security measures. Completed instructions are contained in the Emergency Protection Card Set.

b. Emergency Removal Action. This is used in the event of impending attack on the base, civil disorder, or any other situation that may result in the loss, capture, disclosure, or compromise of COMSEC material. Actions consist of transfer or withdrawal of material not immediately needed to positions or units that are more secure and less vulnerable. Material will be handled in accordance with the Emergency Removal Card Set.

c. Precautionary Destruction Action. This course of action is used when protection and removal are not feasible. This normally involves all superseded keying material, manuals, and other documents not judged to be essential for continuing operations, and Reserve on Board (ROB) keying material whose usage is more than a month in the future. Material will be handled in accordance with the Precautionary

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## Destruction Card Set

d. Complete Destruction Action. This course of action shall be used if removal is not feasible and there is imminent danger of capture of material. This involves complete destruction of all material and equipment within the CMS office and storage area. Material will be handled in accordance with the Complete Destruction Card Set.

8. Priority of Destruction. When destruction of the COMSEC material is specified, it will be accomplished in the priority of order as listed in either enclosures (2) or (3).

9. Health and Safety. In any emergency action, the health and safety of the personnel involved is paramount. If, the situation deteriorates to the point when the safety of personnel involved is threatened, the emergency action will be suspended until the threat is removed.

10. Two-Person Integrity (TPI) Requirements. All destructions and removals involving COMSEC keying material and COMSEC equipment related publications must be accompanied by two individuals. Relocated material must be accompanied by two individuals until it is relocated in a TPI secure device. All destructions must be verified by two individuals and all destroyed material must be recorded with the two destroying individuals signing the report. These individuals should have a security clearance of top secret.

11. Reports. Accurate information concerning the extent of emergency destruction is second in importance only to the actual destruction of the material itself. The CMS running inventory red binder will be used as a checklist for material being destroyed. This binder is located in drawer 2 of safe 1. Accordingly, the senior official should report the fact surrounding the destruction to CNO, DCMS, DIRNSA, and both operational and administrative command echelons, as soon as possible and by the most expeditious means available. If feasible, a secure means of reporting should be used. If a ship or base is captured or destroyed, the senior survivor, or the next senior in the administrative chain of command who has any information concerning the disposition of the COMSEC material shall report that disposition. Use the format provided in enclosure (4) for reporting purposes.

## 12. Combinations to Containers

a. Location of Combinations. Combinations to Room 106A, vault door and safes 1-15 are located in the Division Communications Center, Bldg. #4211.

### b. Instructions Concerning Combinations

(1 The sealed combination records contains the names of the

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individuals who know the combinations and who are normally authorized to open the containers. If such an individual is available, and if an emergency opening is necessary, it is preferable that the emergency opening be conducted by these individuals.

(2) A duty officer who does not possess the appropriate clearance shall make this fact known to the Commanding General or other authority directing an emergency opening of CMS material containers. If individuals listed on the sealed combination records are available, the Commanding General or other authority directing an emergency opening should be informed of that fact.

13. Training Procedures. Quarterly drills shall be conducted by the CMS Custodian to ensure that personnel are familiar with the contents of this Order. Results of emergency destruction drills will be recorded. See enclosure (5).

14. Review. The CMS Custodian will review this instruction in conjunction with emergency action drills in order to determine if this Order is still viable and current. The CMS Custodian will indicate completion of the review by signing the master copy of enclosure (5). Revisions of enclosures will be included in the review process.



R. A. HORD  
Chief of Staff

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IMPLEMENTATION DECISION

1. The decision to implement emergency measures can be made by the Commanding General or other individuals below. Attempt to achieve approval, beginning with the Commanding General, and then in decreasing order.

- a. Commanding General, 3d Marine Division
- b. Responsible Officer
- c. CMS Custodian.
- d. Alternate Custodian
- e. Division Command Center Duty Officer
- f. Camp Courtney Officer of the Day
- g. Senior individual present

ENCLOSURE (1

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PRECAUTIONARY DESTRUCTION PRIORITY LIST

1. PRIORITY #1 - Superseded keying material.
  - a. Top secret
  - b. Secret and below
  - c. Secondary variables (rotors, cribs)
2. PRIORITY #2 - ROB keying material for usage more than a month in the future.
  - a. Top secret for usage after the end of the current and following month.
  - b. Secret and below for usage after the end of the current and following month.
  - c. Secondary variables (rotors, cribs) for usage after the end of the current and following month.
3. PRIORITY #3 - Non-essential classified maintenance manuals.
4. PRIORITY #4 - Non-essential classified operating manuals.
5. PRIORITY #5 - Non-essential classified administrative manuals.

Note: A crib is a flat circuit board the size of an IBM card.

A rotor is a flat circular coding device. Currently, there are no rotors in the 3d Marine Division CMS vault.

ENCLOSURE (2)

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COMPLETE DESTRUCTION PRIORITY LIST

1. PRIORITY #1 - Superseded keying material
  - a. Top secret.
  - b. Secret and below.
  - c. Secondary variables (rotors, cribs).
2. PRIORITY #2 - Effective keying material.
  - a. Top secret.
  - b. Secret and below
  - c. Secondary variables (rotors, cribs).
3. PRIORITY #3 - ROB keying material.
  - a. Top secret
  - b. Secret and below
  - c. Secondary variables (rotors, cribs).
4. PRIORITY #4 - Classified maintenance manuals.
5. PRIORITY #5 - Classified elements from COMSEC equipment
6. PRIORITY #6 - Classified operating manuals.
7. PRIORITY #7 - Remaining COMSEC information/material.

Note: A crib is a flat circuit board the size of an IBM card

A rotor is a flat circular coding device. Currently, there are no rotors in the 3d Marine Division CMS vault.

ENCLOSURE (3)

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MMED [T]

FROM

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EMERGENCY DESTRUCTION DRILL/REVIEW RECORD

<u>DATE</u>	<u>ACCOMPLISHED BY</u>	<u>APPROVED BY</u>	<u>REMARKS</u>
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ENCLOSURE (5)